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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

13 January 1955

1. Colonel White began the meeting by introducing [REDACTED] who are at Headquarters this month for conferences, and who had been invited to attend this meeting.

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2. Colonel White addressed himself to the question of "administrative leave," citing his memorandum of 7 October 1954 to DD/A Office Heads and Staff Chiefs, enjoining them from countenancing unauthorized leave within their areas of responsibility. He said that a recent unfortunate case where "basket leave" had been taken within a major office had resulted in letters of reprimand and admonition for the supervisors, and he cited this as the sort of thing that benefited no one and could have been avoided had his memorandum been thoroughly disseminated and understood. Colonel White then asked everyone to acquaint themselves with his 7 October 1954 memorandum again, and to see that it was thoroughly understood down at the working level.

3. Colonel White again cautioned those present to regard these staff meetings themselves as the impetus for required action, rather than relying on the minutes as the action document. In this connection, Colonel White said that he believed we were drifting in the direction of far too many long memoranda and endless verbatim transcripts of staff conferences. He also added that there were far too many long memoranda between offices where the question might easily be solved by personal meeting or on the telephone. Colonel White said that it was important that secretarial help be properly utilized.

4. Colonel White pointed out that all communications with the Bureau of the Budget, oral or written, must be channeled through the Comptroller.

5. Colonel White discussed the relationship of the Inspector General to the Deputy Director (Administration) and his Offices and Staffs. He pointed out that organizationally the Inspector General was outside the command channel, as was proper, and that his recommendations should be evaluated as such. He emphasized that control over funds and administrative procedures lay with the Deputy Director (Administration), mindful of such advice and sound criticism as he might receive from the Inspector General. Colonel White directed that those present familiarize themselves with the grievance procedures in CIA and insure that all subordinates thoroughly understood them.

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estimate had been received, and that the matter was being referred to the DCI for final approval. Colonel White then said that he, the General Counsel and the Chief of Logistics had met with General Services Administration regarding the proposed new building for CIA. He said that he found GSA very helpful, and he, Colonel White, was hopeful, as was the DCI, that the present Congress would act favorably on the request for funds to start construction.

7. Colonel White urged those present to give serious and immediate consideration to the nomination of qualified individuals in their areas for the Harvard University Advanced Management Course and the National War College and associated service schools. The CIA Career Council wishes to have a preliminary consideration of nominees for these courses on or about 15 February. Colonel White said that while he would still support the concept of volunteers for these courses, he did intend to resort to selectees within the DD/A organization to ensure nominees of the right caliber and level.

8. [REDACTED] was invited to speak by Colonel White, and he took the opportunity to discuss the general problem of command channels and the need for observing them as a means of preserving policy integrity in the field. He asked that individuals coming to the field on quasi-inspection trips come with a statement of their authorities in order that full support might be given them in their missions. He asked that formal inspections be coordinated in advance with the office of the SR/NA.

9. Colonel Edwards mentioned the problem of identifying the Agency by name on the Executive 3-6115 number, and said that he has been against it all along. He plans to get together with Logistics, the Inspector General and the Deputy Director (Plans) to see if this cannot be changed, in the interests of protecting certain personnel and cover arrangements. Were it not corrected, Colonel Edwards foresaw a rise in the demand for unlisted sterile telephones, at additional expense to CIA.

10. Mr. Pforsheimer said that he has begun sending his first crop of new bills to offices as a result of the approximately 2500 bills that reached the legislative hopper in the first few days of the new Congress, but that for the present he was not setting deadlines for the return of comments on them. He added that it was his opinion that some form of pay raise would be enacted, with a compromise retroactive date of about 1 January 1955 therein. Bills have been introduced in the House and others would come in the Senate to establish some form of a Joint Committee to oversee CIA, but even were this done, the Agency would still have to deal

- 2 -

SECRET

SECRET

with the Appropriations Committee on money matters. Senator Johnson has introduced a bill to permit 30 year retirement regardless of age, a measure about which Mr. Pforzheimer was unwilling to make a prediction as to possible success. He then spoke briefly of leave and overseas allowance matters, indicating that chances for passage appeared pretty good, including some possible relief on tuition and medical matters. He feels that some of these measures may gain for us objectives in our own legislative program in support of Career Service. He also predicted a single, Government-wide approach to the problem of survivor benefits in this Congress, and added that he felt relief would be obtained on per diem for travelers on official business.

11. Colonel Edwards asked that Colonel White be kept posted of any legislative developments stemming from the [REDACTED] case, wherein proposals might be advanced for a system of Government-wide exchange clearances. 25X1A

12. Colonel Edwards noted that the Clark Task Force is making considerable progress although they are presently running about one day behind their schedule.

13. Colonel White closed the meeting with a brief discussion of the forth-coming reorganization in Administration, and in particular the absorption of the staff and functions of the Office of the Chief of Administration, Deputy Director (Plans). He emphasized that the impetus for the change had come directly from DD/P, and that the Director had decided on the change in the interests of effecting a single administrative-support mechanism.